

Yearly Recruitment Outcomes Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Yearly Recruitment Outcomes Review

Dear [Recipient Name],

I hope this message finds you well. As we conclude the year [Insert Year], I would like to take this opportunity to review our recruitment outcomes.

Overview of Recruitment Goals

At the beginning of the year, our recruitment goals were set as follows:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Recruitment Metrics

This year, we focused on the following key metrics:

- Total Candidates: [Number]
- Hires: [Number]
- Retention Rate: [Percentage]

Highlights

Some key achievements from this year include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

Challenges and Areas for Improvement

We also faced some challenges such as:

- [Challenge 1]
- [Challenge 2]

Moving forward, we aim to improve in the following areas:

- [Area 1]
- [Area 2]

Conclusion

Thank you for your continued support and collaboration throughout the year. I look forward to discussing our recruitment strategy for the upcoming year and finding new ways to enhance our processes.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]